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MEMORANDUM FOR: General Counsel  
Comptroller  
Chief, Procurement  
Personnel Director  
Director of Training  
Chief, Medical Staff  
Chief, Administrative Services

8 December 1950

SUBJECT: Staff Meetings


1. The next meeting of the Administration Staff will be held at 0930 hours, 13 December 1950, in the conference room of the Deputy for Administration. (Note date change)

2. Effective with that meeting, all chiefs of activities will present matters of general interest and raise items of controversy according to a previously prepared agenda.

3. The above addressees will submit in writing to the undersigned, items they wish included in the agenda. These items must be received not later than 0900 hours, 12 December 1950.

4. It is intended that all staff meetings will terminate promptly at 1030 hours.

5. For all future meetings, items which are to appear on the agenda must reach this office a full working day before meeting time.

  
JAMES D. ANDREWS  
Advisor for Management

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cc: Deputy Director for Administration  
Assistant to the Deputy for Administration

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